Accessing the Interview Sheet

- 1. Navigate to Supporting Docs->Interviews
- 2. The first tab will show the people who need interviews who are requesting training in the specialty that is set on the PD Listing for you. Until this is set the list will be empty.
- 3. However, you can search for anybody by using the "User Search" option. Click "User Search", either change the dropdown to SSN and fill in the SSN (include dashes or only enter the first three) or leave the dropdown as name and fill in the last name.
- 4. Click "Search"
- 5. Click the person's name
- 6. Fill out the Interview Sheet
- 7. Be sure to click "Save Interview" at the bottom of the form.

Pictures:



